

Transferable Skills -

Transferable Skills: What are they and why are they important?

Transferable skills are those skills that we learn in every day life and can use when we look for employment. Skills are activities that a person does well. If you are a young person, you might think that you don't have many job skills. As you begin your job search, it is important that you know your own qualifications.

Over the years you have developed many skills from coursework, extracurricular activities, hobbies, volunteering and life experiences. For example, if you've researched topics and written, edited and presented papers for classes, you've used skills which are not limited to any one academic discipline or knowledge area but are transferable to many occupations.

Discovering your skills is the key! If you are like many other people, you may find it difficult to identify your skills or think that you don't really have any. The fact is that we all have them, hundreds of them! To be successful in these

highly competitive times, you need to be aware of both your strengths and the areas you want to work on. The first step is to figure out which skills you'll need to get the kind of job you really want. To do this, you'll have to get your mind around the concept of skills and give some thought to this subject.

According to Job Outlook 2000, NACE, the top personal qualities employers seek in job candidates are:

- Communication skills
- Motivation/initiative
- Teamwork skills
- Leadership skills
- Academic achievement/GPA
- Interpersonal skills
- Flexibility/adaptability
- Technical skills
- Honesty/integrity
- Work ethic
- Analytical/problem-solving skills

(Source: Job Notes 2002; Submitted by: Karen James, NH DOE)